



**CITY OF TEMPE, ARIZONA  
PUBLIC WORKS DEPARTMENT  
ENGINEERING DIVISION**

**REQUEST FOR STATEMENT OF QUALIFICATIONS  
PROFESSIONAL SERVICES**

**POOL IMPROVEMENTS -  
ESCALANTE & MCCLINTOCK POOLS**

**PROJECT NO. 6307951A**

**CITY COUNCIL MEMBERS**

Mayor – Mark W. Mitchell

Robin Arredondo-Savage  
David Schapira  
Joel Navarro

Kolby Granville  
Lauren Kuby  
Randy Keating

**CITY MANAGER**

Andrew B. Ching

**CITY ENGINEER**

Marilyn DeRosa, P.E., R.G.

**TABLE OF CONTENTS**

<b>REQUEST FOR QUALIFICATIONS</b>	<b>PAGE #</b>
Section I – Background .....	2
Section II - Scope of Work .....	2
Section III - Statement of Qualifications .....	4
Section IV - Submittal Requirements .....	7
Section V - Selection Process and Tentative Schedule .....	8
Section VI - General Information .....	8
EXHIBIT A - PROJECT REFERENCE FORM (PRF) .....	10

## **SECTION I – BACKGROUND**

This project will provide various pool infrastructure improvements to both Escalante and McClintock Pool facilities. Of the two existing pools, only McClintock Pool will feature the addition of a newly designed accessible splash play area with water play features on the existing property. Both facilities are important community assets, and the planned improvements will help to ensure many more years of useful life to Tempe residents. Each pool facility is briefly described below:

- Escalante Pool is a seasonal, outdoor pool featuring lap swimming lanes, zero depth entry, play features and water slides. The pool is located on the north side of Escalante Multi-Generational Center (2150 E. Orange Street, Tempe, AZ 85281).
- McClintock Pool is a year-round, outdoor pool featuring lap swimming lanes, diving boards and a water slide. During the summer it is primarily programmed by the City. The rest of the year this pool is used by Tempe Union High School District and other community swimming organizations. The pool and bathhouse are located on the east side of McClintock High School (1830 E. Del Rio Dr., Tempe, AZ 85282).

The objective of this project is to complete necessary infrastructure improvements to the pools and reopen each facility to the public in April 2019. Breaking design plans out into separate construction contracts is a possibility. The construction budget has not yet been determined.

## **SECTION II – SCOPE OF WORK**

To maximize project delivery efficiency, the city seeks to hire a multi-disciplined aquatic design consultant firm/team to deliver plans, specifications, and permitting for both pool projects simultaneously. Plans shall be developed at the conceptual, design development, and construction document stages. The City is seeking the services of a professionally qualified firm/team with demonstrated knowledge and experience in the following discipline areas:

- Commercial pool design.
- Splash play area and water feature design.
- Commercial pool and splash play area electrical, lighting, and mechanical systems design.
- Site survey and underground utility mapping.
- Geotechnical survey and reporting.
- Pool deck structure and geotechnical analysis – repair / replacement plans for cracking.
- Water slide re-design – pool landing analysis, structural analysis of existing supporting frame (per updated codes).
- Shade design and structural analysis.
- Landscaping improvements.
- Civil grading, drainage, and underground utility design.
- Site ingress & egress.
- Lighting and general electrical improvements.
- Applicable building codes related to the above items.
- County pool permitting and variances.
- Project management of subconsultants.
- Project scheduling and progress updates.

The developed plans and specifications will require at a minimum the discipline areas listed above. The plans and specifications must be sealed by an Arizona Registered Professional Engineer or Professional Architect as appropriate. Post-design services for each project may also be required.

The scope of work for Escalante Pool improvements will be to design the following items to include, but may not be limited to –

- Remove and replace approximately 22,000 square feet of existing pool deck and turf.
- Design deck grading & drainage (maintain existing drainage patterns as possible).
- Survey area of improvements and boundary conditions.
- Utility research and mapping.
- Perform geotechnical study, and specify subgrade conditions under proposed pool deck.
- Place landscaping to compliment pool deck and turf design, to mitigate debris into pool. Should it be needed, design irrigation system.
- Remove and replace trees.
- Conduct shade study and design shade structures on existing site.
- Possible fence and gate renovation or replacements.
- Possible lighting improvements and/or repairs per updated building and zoning codes.
- Maintain ingress and egress to site and adjacent building per applicable building codes.
- Construction phasing plan, maintain Escalante Multi-Generational Center operations and fire exits.
- Cost estimating at the conceptual, design development, and construction document levels.
- Keep designed improvements within construction budget (to be determined).

The scope of work for McClintock Pool improvements will be to design the following items to include, but may not be limited to –

- Design improvements within an approximate 8,000 square foot total space on the east side of the existing McClintock Pool site. Recent improvements to the competitive swimming pool will be protected in place.
- Survey area of improvements and boundary conditions.
- Utility research and mapping.
- Design of an accessible and interactive splash play area with water play features (to be constructed within a site area of less than 4,500 square feet, on former wader pool area).
- Design of electrical, mechanical, and lighting systems to support new splash play area. The mechanical water system is to be a recirculated type system.
- Implement city-owned chlorinator and chemical into splash play area design as possible.
- General removals and improvements to an existing electrical and mechanical yard (located at northeast corner of site) to support the proposed splash play area. Fill in abandoned pit.
- Design of emergency stop button and communication infrastructure for splash play area.
- Demolition of abandoned wader pool area (approximately 4,500 square feet).
- Develop splash play area concepts and plans for public presentations and feedback.

- Analyze and confirm that current water slide supporting structure and flume are in safe condition to reopen (flume has been protected with a shrink wrap product). Ensure that building codes are met.
- Design additional water slide flume to be attached to the existing slide platform and exit in the existing water slide landing pool.
- Analysis of existing water slide's landing pool. Design necessary modifications for pool shell, slide, plumbing, electrical, and/or surrounding pool deck as required.
- Design mechanical system and plumbing improvements for the water slides (pumps, filter, electrical, etc.).
- Remove and replace pool decking around slide landing pool and splash play area to match pool deck surface installed around the main pool.
- Resurfacing of the shell of the slide landing pool, and replace waterline tile.
- Possible fence and gate renovation or replacements.
- Install tread surfacing over existing slide stairs and platform.
- Install city procured fabric on existing shade structure over slide stairs and platform.
- Possible lighting improvements and/or repairs per updated building and zoning codes.
- Maintain ingress and egress to site and adjacent building per applicable building codes.
- Construction phasing plan, maintain competition pool and bathhouse operations and fire exits.
- Cost estimating at the conceptual, design development, and construction document levels.
- Keep designed improvements within construction budget (to be determined).

### **SECTION III – STATEMENT OF QUALIFICATIONS**

The Consultant will be selected through a qualifications-based selection process. Firms interested in providing Professional Services must submit a Statement of Qualifications (SOQ) that addresses the following issues:

#### **A. General Information (5 points)**

1. Provide a general description of the firm and/or team that is proposing to provide professional services. Explain the legal organization of the proposed firm or team. Provide an organization chart showing key personnel. ***Please include the email address of the submitting party either in this section or within the cover letter.***
2. Provide the following information:
  - a. Identify any contract or subcontract held by the firm or officers of the firm, which has been terminated within the last five years. Identify any claims arising from a contract which resulted in litigation or arbitration within the last three years. Briefly describe the circumstances and the outcomes.

#### **B. Experience and qualifications of the firm/team (20 points)**

1. Identify at least three comparable projects which the firm completed in recent years and served as either the primary consultant or sub-consultant. Special consideration will be given to firms that have provided primary professional services on similar successful projects.

For each comparable project identified, provide the following information using the outline provided:

- Section 1* - Description of project.
- Section 2* - Role of the firm (specify whether acting as the prime or sub-consultant). Also, specify services provided related to cost estimating, scheduling, value engineering, and similar services).
- Section 3* - Project's original contracted cost for engineering services and final cost for work completed by your firm; please explain any overruns.
- Section 4* - Contract dates (Specifically include contractual completion date vs. actual completion date; explain any overruns).
- Section 5* - Project Owner and contact information.
- Section 6* - Reference information (two names with telephone numbers per project, but no more than one reference shall be from the City of Tempe).

2. Describe experience in other relevant local projects, completed or on-going, that the team has been involved in over the last two years.

**C. Experience of key personnel to be assigned to this project (20 points)**

1. For each key person identified, list at least two recent comparable projects in which they have played a primary role. If a project selected for a key person is the same as one selected for the firm, provide just the project name and the role of the key person. For other projects provide:

- Section 1* - Description of project.
- Section 2* - Role of the person.
- Section 3* - Project's original contracted cost for engineering services and final cost for work completed; explain justification for any overruns.
- Section 4* - Contract completion date and original schedule; explain justification for any overruns.
- Section 5* - Project Owner.
- Section 6* - Reference information (two names with telephone numbers per project).

2. For each key person identified, describe their experience in relevant local projects.
3. List any proposed consultants, including key staff names and the experience and qualifications of these individuals.

**D. Understanding of the project and approach to performing the required services (35 points)**

1. Present a schedule and explain the order in which your firm proposes to carry out key elements of the work including the timelines for each phase for which Consultant and its sub-consultants, where applicable, will start and complete the salient features of the work.

The schedule and discussion should be in sufficient detail to demonstrate your firm's understanding of major scheduling related issues potentially emerging on this project and how you intend to address those issues.

2. Discuss other major issues your team has identified as potentially emerging on this project and how you intend to address those issues.
3. Describe your team's project management approach, coordination, cost controls, work quality, and timeliness on similar types of work.

**E. Firm Performance and Resources (10 points)**

1. For the current on-going projects listed in Section III.B.2, including municipal projects:

*Section 1* - list the projects and the key members of that project.

*Section 2* - list the project scheduled completion dates and final anticipated completion date; explain justification for overruns.

*Section 3* - list original staff utilized or proposed for the project and the final staff utilized to finish the project.

*Section 4* - In view of the listed on-going projects, list the resources, staffing and otherwise, that are available for use on this project.

**F. Project References (6 points)**

The City desires to receive feedback on past performance of your projects. Email or fax a **copy** of the attached Exhibit A - Project Reference Form (PRF) to at least three (3) Public/Private Agencies, for which you have **substantially completed similar work**, to fill out a copy of the PRF. Only the first three (3) received by the date and time that the PRFs are due will be counted toward your team's score for this section. Provide this form to the Owner, or Owner's representative, **directly responsible for oversight of the project** to complete and submit via email to [consultant\\_support@tempe.gov](mailto:consultant_support@tempe.gov) prior to the date and time listed on the form. If your firm has successfully completed a similar project for the City of Tempe, it is recommended that you utilize this experience. If your firm has not completed prior projects with the City you will not be penalized.

Zero points will be awarded for projects:

1. If a PRF is received after the date and time specified on the form.
2. If a project submitted is not substantially complete.
3. If the firm was not the prime Consultant for the project submitted.
4. If the person requested to respond was not directly responsible for project oversight.

It is the **responsibility** of the firm submitting the SOQ to ensure that the City receives **all** of the PRFs prior to the deadline.

**G. Overall evaluation of the firm/team and its perceived ability to provide the required services (4 points)**

This is to be determined by the selection panel members. No submittal response required.

**SECTION IV – SUBMITTAL REQUIREMENTS**

Firms interested in the above project should submit a Statement of Qualifications (SOQ), **which is a maximum length of twelve (12) pages of at least 11 point font to address the SOQ criteria (excluding resumes, but including a cover letter and organizational chart). Resumes for each key team member shall be limited to a maximum length of two pages and should be attached as an appendix to the SOQ.**

Please provide **one (1) original and seven (7) copies of the SOQs, total of eight (8), at the time and date listed below in the schedule.**

On the submittal package, please display: firm name, project number, and project title.

Interested teams are invited to respond in writing to:

Marilyn DeRosa, P.E., R.G.  
Deputy Public Works Director/City Engineer  
Public Works Engineering Division  
31 E. Fifth Street  
Tempe, AZ 85281

Please be advised that failure to comply with the following criteria will be grounds for disqualification and will be strictly enforced:

- Receipt of submittal by the specified cut-off date, time, and place.
- The number of originals and/or copies of the submittal specified.
- Email submittals will not be accepted.

Adherence to the maximum page criterion is critical; each page side (maximum of 8 ½” by 11”) with criteria information will be counted. Pages that have project photos, charts, and graphs will be counted towards maximum number of pages. The City reserves the right to accept or reject SOQs that exceed the maximum page limit.

**Any question(s) related to this procurement shall be in writing and submitted no later than the date and time listed below to [wendy\\_springborn@tempe.gov](mailto:wendy_springborn@tempe.gov). Any questions submitted after this deadline will not be considered.**



## **SECTION V – SELECTION PROCESS AND TENTATIVE SCHEDULE**

A Selection Committee will evaluate each SOQ according to the above criteria. Based upon the results of the SOQ scoring, a **final list** of three firms will be established. The following tentative schedule has been prepared for this project. *Firms interested in this project must be available for the scope meeting dates.*

### **Anticipated Schedule**

All written questions submitted no later than	January 25, 2018 by 4:30 p.m., Arizona time
SOQ's and Project References due	February 1, 2018 by 4:30 p.m., Arizona time
Scope meeting	Week of February 19 <sup>th</sup> , 2018

The City will enter into negotiations with the first firm on the **final list** and execute a contract upon completion of negotiation of fees and contract terms for City Council approval. If the City is unsuccessful in negotiating a contract with the committee selected best-qualified firm, the City may then negotiate with the next most qualified firm in sequence until an agreement is reached or a determination is made to reject all firms on the final list.

The City will enter into contract with only one firm pursuant to this RFQ.

## **SECTION VI – GENERAL INFORMATION**

**RFQ/ RFQ Holders list.** The RFQ and RFQ Holders List are available on the City's website at: <http://www.tempe.gov/engineering>. Firms who receive a copy of this packet must register as an RFQ holder on the website.

**Instructions.** The City of Tempe shall not be held responsible for any oral instructions. Any changes to this Request for Qualifications will be in the form of an addendum, which will be furnished to all registered Request for Qualifications holders.

**Protest Procedure.** The City of Tempe protest procedures are outlined in Section 26A-21, of the Tempe City Code, available at [www.tempe.gov/citycode](http://www.tempe.gov/citycode).

**City Rights.** The City of Tempe reserves the right to accept or reject any or all SOQs, to waive any informality or irregularity in any SOQ received, and to be the sole judge of the merits of the respective SOQs received.

**Boycott.** All firms interested in this project certify that they are not currently engaged in, and agree for the duration of this Contract/Agreement that they will not engage in, a boycott of Israel, as that term is defined in A.R.S. § 35-393.

**Antidiscrimination.** All firms interested in the project certify that they shall not refuse to hire or employ or bar or discharge from employment any person, or discriminate against such person in compensation, conditions, or privileges of employment because of race, color, gender, gender identity, sexual orientation, religion, national origin, familial status, age, disability, or United States military veteran status. The awarded firm shall provide a copy of its antidiscrimination policy to the City to confirm compliance with this requirement or attest in writing to compliance based upon the criteria outlined under Tempe City Code, Chapter 2, Article VIII, Section 2-603(5).

**Contact with City Employees.** All firms interested in this project (including the firm's employees, representatives, agents, lobbyists, attorneys, and sub-consultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process, including, but not limited to, the evaluation panel, the City Manager, Assistant City Manager, Department Heads and other staff. This policy is intended to create a level playing field for all potential firms, assure that contract decisions are made in public and to protect the integrity of the selection process. All contact on this selection process must only be addressed to the authorized representative identified below.

**Black Out Provision.** No firm, including anyone directly or indirectly on behalf of such firm, shall attempt to influence any part of the process. From the time the RFQ is issued until the City Council makes the contract award (the "Black-Out Period"), firms directly or indirectly through others, are restricted from attempting to influence in any manner the decision making process through, including, but not limited to, the use of paid media; contacting or lobbying the City Council or City Manager or any other City employee; contacting reporters; contacting RFQ evaluators; submitting letters, e-mail messages or other similar forms of communications to the editor of newspapers and other media for publication or ghostwriting or otherwise requesting others to submit such letters, e-mail messages or other similar forms of communication; responding to questions from media or other sources regarding the RFQ or their submittal during the "Black-Out Period" or in any other way which could be construed to influence any part of the decision making process about this RFQ.

Violation of this provision will cause the SOQ of the firm found in violation to be rejected.

**Questions.** Questions pertaining to this selection process or contract issues should be directed to Wendy Springborn, MBA, Engineering Services Manager and authorized representative, at [wendy\\_springborn@tempe.gov](mailto:wendy_springborn@tempe.gov). Please send all queries in writing. All written questions submitted no later than January 25, 2018 by 4:30 p.m., Arizona time.

## EXHIBIT A

### PROJECT REFERENCE FORM (PRF)

Directions: Request three (3) Public/Private Agencies, for which you have **substantially completed similar work**, to fill out a copy of the PRF. Provide this form to the Owner, or Owner's representative, **directly responsible** for oversight of the project to complete and submit via email to [consultant\\_support@tempe.gov](mailto:consultant_support@tempe.gov) prior to the date and time listed below. If the form is received after the date and time specified it will not be accepted. If your firm has completed a similar project for the City of Tempe it is recommended that you utilize this experience. If your firm has not completed prior projects with the City you will not be penalized.

**RFQ Due Date and Time: February 1, 2018 by 4:30 p.m., Arizona Time**

RFQ FOR: **POOL IMPROVEMENTS – ESCALANTE & MCCLINTOCK POOLS**

**Professional Services**

NAME OF COMPANY TO BE EVALUATED: \_\_\_\_\_

NAME OF PROJECT AND DATE COMPLETED: \_\_\_\_\_

#### QUESTIONS:

1. Has the above referenced project reached substantial completion? (circle one) Yes No
2. What project delivery method was utilized? ☐ Design-Bid-Build ☐ Design-Build ☐ CMAR ☐ JOC
3. On a scale of 1 to 10 (1 being poor, 10 being Excellent) how would you rate this company's performance on the following:

- a. How would you rate work performed by this firm on your project? \_\_\_\_\_
- b. Was the contract completed on time? \_\_\_\_\_
- c. Was the contract completed within budget? \_\_\_\_\_
- d. What was the quality of the work performed? \_\_\_\_\_
- e. Was staff proactive in solving problems that may have occurred on your project? \_\_\_\_\_
- f. What was the extent of staff turnover? (*10 = low staff turnover, 1 = high staff turnover*) \_\_\_\_\_
- g. Would you be willing to contract with this firm again? (*10 = Yes, 1 = No*) \_\_\_\_\_

**TOTAL POINTS** \_\_\_\_\_

Name of Agency or Firm Submitting Evaluation: \_\_\_\_\_

Name and Phone Number of Person Submitting Evaluation: \_\_\_\_\_

**Please email to [consultant\\_support@tempe.gov](mailto:consultant_support@tempe.gov) by the time and date shown above.**